DGS-550-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE 1171

> PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Long Term Care Medical Care Compliance Administration - DHMH MR/MH Review DIVISION AGENCY ltem Description Retention No. 1 Inspection of Care Folders - ICF/MR & MH Facilities Retain in office for two Records consist of Inspection of Care Reports, peryears after completion of formance sheets, worksheets, drafts, and internal file, then transfer to Records Center for addition memorandum. al three years; then destroy. 2 Inspection of Care Folders - ICF/MR Waiver Programs Retain in office for two Records consist of IOC reports, performance and years, transfer to Records summary sheets; correspondence, worksheets, DDA Center for additional three grant and licenses. Also included is miscellaneous years; then destroy. data. 3 Retain in office for two Statement of Consultant Services/Travel & Expenses Claims - Statement of consultant services and years, transfer to Records expense records. Center for additional three years; then destroy.

Schedule Approved by Department, Agency, or Division Rep

Administrative

8/29/88

Signature

Specialist

Schedule Authorized by Hall of Records Commission

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS 550-11	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 1 OF 3				
1. DEFARTMENT/AGENCY	2. DIVISION	YLAND 20794					
,			MP /MIL Porriers				
DHMH/MCCA	Long Term Ca		MR/MH. Review				
DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES							
4. RECORD SERIES TITLE Inspection of Care Folders as MH Facilities			5. EARLIEST YEAR/LATEST YEAR 1986 TO 1988				
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. Folder consists of the "IOC Report" including the "Facility Performance Sheet", (DHMH 3887), "Summary Sheets", (DHMH 3886), correspondence and "Individual Patient Worksheets", (DHMH 3885) Miscellaneous data includes draft copies of the report and internal memos about activity following up in the IOC report.							
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME				
A LETTER SIZE D MICROFILM	O ALPHABETICAL .		Ø FILE DRAWER(S)				
LEGAL SIZE COMPUTER TAPE	O NUMERICAL		four D computer tape(s)				
D BOUND BOOK D FLOPPY DISK	D CHRONOLOGICAL		NUMBER D OTHER(SPECIFY)				
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHICAL						
O OTHER (SPECIFY)	(X OTHER (SPECIFY)		10. ANNUAL ACCUMULATION XD FILE DRAWER(S)				
	by facility		two MICROFILM REEL(S)				
11. FILE IS USED DAILY DWEEKLY	□ MONTHLY .	T .	S INACTIVE AFTER after MONTH(S) YEAR(S) completion				
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 300 W. Preston Steet, 3rd floor Room 308		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES & NO					
15. ACCESS RESTRICTIONS DYES D NO		16. AUDIT REQUIREMENTS D NONE D STATE & FEDERAL D INDEPENDENT					
COMAR 10.01.08		18. RECOMMENDED RETENTION Retain in office two years after file is complete. Transfer to State Records Center for an additional three years and then destroy.					
17. IS AN INDEX SYSTEM USED? (IF YEB.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) U YES NO							

20. TELEPHONE NUMBER

225-1716

21. DATE

8/26/88

19. NAME AND TITLE OF PREPARER

Ruth Bland, L.C.S.W

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
DGS 550-1)			PAGE _ 2 OF _ 3			
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT			
DHMH/MCCA	Long Term Ca		MR/MH Review			
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR						
4. RECORD SERIES TITLE						
Inspection of Care Folders ar ICF/MR Waiver Programs	nd related materi	als	5. EARLIEST YEAR/LATEST YEAR 1986 TO 1988			
6. RECORD SERIES DESCRIPTION (BR	IEPLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND			
	THE SERIES.		RPOSE OR FUNCTION OF THE SERIES			
Folder consists of "Inspection of Care report", the "Facility Performance Sheet", (DHMH 3887) "Summary Sheets", (DHMH 3886) correspondence and "Individual Patient Worksheets" (DHMH 3885). Also included are copies of the DDA Grant and licenses. Miscellaneous data includes activity						
following up on the inspection						
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME			
EXLETTER SIZE D MICROFILM	□ ALPHAEETICAL		x# FILE DRAWER(S)			
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		□ MICROFILM REEL(S) two □ COMPUTER TAPE(S)			
D BOUND BOOK D FLOPPY DISK	D CHRONOLOGICAL		NUMBER OTHER(SPECIFY)			
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION			
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D DAILY EXWEEKLY	□ MONTHLY .	two D	MONTH(S) XX YEAR(S)			
13. CURRENT LOCATION(S) (ELDG.,FL	3. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?			
300 W. Preston Street- 3rd floor		(IF YES, SPECIFY AGENCY OR OFFICE)				
Room 308		O YES XO NO				
15. ACCESS RESTRICTIONS Q YES 0 NO (IF YES, CITE LAW(S) & REGULATION(S) COMAR 10.01.08		16. AUDIT REQUIREMENTS				
		O NONE O STATE XX FEDERAL O INDEPENDENT				
			- HOLL - STATE AS FEDERAL D INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YEB.EXPLAIN			18. RECOMMENDED RETENTION			
		18. RECOMMENDE	D RETENTION			
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BRIEFLY AND DESCRIBE ANY HA		Retain in transfer t	office for two years. Then o the State Records Center for			

20. TELEPHONE NUMBER

225-1716.

21. DATE 7/25/88

19. NAME AND TITLE OF PREPARER

Ruth Bland, LCSWQD

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY					
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE GS 550-1)			PAGE 3 OF 3					
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT					
DHMH/MCCA	Long Term Care		MR/MH Review					
		DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR					
		ENTION AND DIBPOS	5. EARLIEST YEAR/LATEST YEAR					
Statement of consultant serv	ices/Travel & Exp	oense Claims	1986 то 1988					
6. RECORD SERIES DESCRIPTION (BR	INFLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND					
אני,	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SETTIES					
Statement of consultant serv	ices (DHMH 2622)	and Expense reco	rds (DHMH - 1)					
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME					
AR LETTER SIZE □ MICROFILM	XX ALPHAEETICAL		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)					
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BOUND BOOK D FLOPPY DISK	D CHRONOLOGICAL		NUMBER XX OTHER (SPECIFY) volume					
□ AUDIO TAPE □ VIDEO TAPE	D GEOGRAPHICAL		10. ANNUAL ACCUMULATION					
OTHER(SPECIFY)	OTHER(SPECIFY)		O file DRAWER(S)					
	· · ·		One MICROFILM REEL(S)					
			. TO OTHER (SPECIFY)					
DAILY WEEKLY			S INACTIVE AFTER MONTH(S) X YEAR(S)					
	D MONTHLY	สัสผับห	MONIN(S) "W TEAR(S)					
13. CURRENT LOCATION(S) (BLDG.,FL 300 W. Preston Street - 3rd	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)						
Room 308		AR YES O NO Payroll/Special Payments						
15. ACCESS RESTRICTIONS DYES 8XNO		16. AUDIT REQUI	REMENTS					
(IF YES, CITE LAW(S) & REGULAT	(a)401							
	·	U NONE XXSI	ATE D FEDERAL D INDEPENDENT					
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HANDWARE/SOFTWARE) D YES XX NO		18. RECOMMENDE	P RETENTION					
		Retain in office for two years. Then tran fer to State Records Center for three year and destroy.						
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE 7/25/88					
Ruth Bland, LCSW CP 5	225–1716		7,23,00					
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DGS 550-4 (REVISED 2/87)